

Facilitator Application Form

Name:

Phone:

Classification:

Grade:

Division:

Unit:

Supervisor:

Phone:

1. What type of group experiences or assignments have you had either on or off the job?
2. Describe your experience, or training in a role of facilitating groups, meetings or teams, either on or off the job.
3. Describe personal or work experiences that demonstrate your ability to use good judgment and display confidentiality.
4. Describe your view of what a facilitator does or should do in a team meeting.

5. Describe your experience and training in making small and large presentations including the use of audio visuals. What do you feel your level of expertise is in this area?
6. Describe how you believe others perceive your credibility, list experiences which require a demonstration of credibility.
7. List all interpersonal communications, leadership and facilitation training you have taken on or off the job.
8. Describe your experiences in a conflict resolution situation, and how you participated (role) in the conflict.
9. Describe how you could manage your workload with assistance from your supervisor to commit 20-30 percent of your time to team facilitator duties.
10. Why do you want to be a facilitator?

Signature_____ Date: